

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: CITY GOVERNMENT OF TAGUIG
 Region: NCR
 Address: TAGUIG CITY HALL, GEN. ANTONIO LUNA ST.
TUKTUKAN, TAGUIG CITY

Contact Person: ATTY. JOSE LUIS G. MONTALES
 Position: OIC, OFFICE OF THE CITY ADMINISTRATOR
 E-mail: _____
 Telephone/Mobile Nos: 555-7800

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
A. Available at Procurement Service Stores																
COMMON ELECTRICAL SUPPLIES																
BALLAST, 1 x 40 watts	piece	100	0	0	100	0	0	100	0	0	100	0	0	400	247.00	98,800.00
BALLAST, 18/20 watts	piece	100	0	0	100	0	0	100	0	0	100	0	0	400	67.27	26,908.00
BALLAST, 36 watts	piece	100	0	0	100	0	0	100	0	0	100	0	0	400	72.54	29,016.00
BATTERY, size AA, alkaline, 2 pcs./packet	packet	50	0	0	50	0	0	50	0	0	50	0	0	200	60.00	12,000.00
BATTERY, size AAA, alkaline, 2 pcs./packet	packet	50	0	0	50	0	0	50	0	0	50	0	0	200	47.00	9,400.00
BATTERY, size D, alkaline, 2 pcs./packet	packet	50	0	0	50	0	0	50	0	0	50	0	0	200	100.00	20,000.00
COMPACT FLUORESCENT LIGHT, 17 watts	piece	25	0	0	25	0	0	25	0	0	25	0	0	100	103.79	10,379.00
FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	50	0	0	50	0	0	50	0	0	50	0	0	200	280.54	56,108.00
FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	50	0	0	50	0	0	50	0	0	50	0	0	200	368.94	73,788.00
FLUORESCENT TUBE, 18 watts	piece	25	0	0	25	0	0	25	0	0	25	0	0	100	32.14	3,214.00
FLUORESCENT TUBE, 36 watts	piece	25	0	0	25	0	0	25	0	0	25	0	0	100	33.85	3,385.00
FUSE, 30 amperes	piece	20	0	0	20	0	0	20	0	0	20	0	0	80	10.90	872.00
FUSE, 60 amperes	piece	20	0	0	20	0	0	20	0	0	20	0	0	80	25.48	2,038.40
STARTER, 4-40 watts	piece	100	0	0	100	0	0	100	0	0	100	0	0	400	3.75	1,492.00
TAPE, electrical	roll	30	0	0	30	0	0	30	0	0	30	0	0	120	18.20	2,184.00
COMMON COMPUTER SUPPLIES																
CD DRIVE CLEANER	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	64.22	7,706.40
COMPACT DISK CASE	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	50.84	6,100.80
COMPACT DISK RECORDABLE, min. of 650MB, 70 min. running time	piece	300	50	100	50	50	50	50	50	50	50	50	50	900	10.40	9,360.00
COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece	300	227	253	50	50	50	50	50	50	50	50	50	1230	16.09	19,790.70

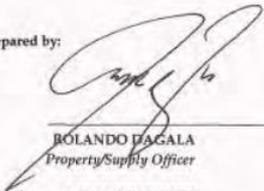
*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



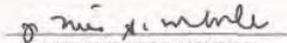
BOLANDO DAGALA
Property/Supply Officer

Appropriations Available:



AGNES ABRATIQUE
Local Budget Officer

Approved:



ATTY. JOSE LUIS G. MONTALES
OIC, Office of the City Administrator

Date Prepared: 02 JANUARY 2013